

# **FOSDEM 2023 BUILD-UP**

K BUILDING

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# Useful information

## **Rooms**

- K.1.105
- K.3.201
- K.3.401
- K.4.201
- K.4.401 (FIT) (not on Friday)
- K.4.601
- NOC/VOC
- Cloak room

# **BUILD-UP**

FRIDAY

## **General timeline**

### **FOSDEM -1 week**

- Etat des lieux with team of Arnaud Slotte.

### **Thursday**

#### **17:00 – 20:00**

- Load vans at the office with Ulysses. We provide food.

### **Friday**

*(Provide your own lunch.)*

#### **08:30**

- Primary building person arrives at ULB and waits.

#### **08:30 – 12-30**

- Rentevent delivery at ULB (building K & building H).
- Solucious Delivery at ULB (building K).

#### **11:00 – 12:00**

- Delivery and installation walkie-talkies (Walkies4Events).

## **11:00**

- Staff arrives at ULB.
- Open Kitchen and NOC (ULB 7).

## **11:00 – 12:00**

- Transportation drop off (K and H).
- Prepare for build-up:
  - Check all rooms and buildings are open (except the ones that are not yet available).
  - Grab a bite of food.
  - Exchange phone numbers unless the repeater already works.

## **12:00**

- Volunteers should arrive at campus for buildup tasks

## **12:00 - 18:00**

- Build-up.
- Catering vans might arrive.
  - Wafels & zo (14:00).
  - Melis Events (14:00).

## **18:00 - 18:30**

- Collection of all volunteers in K. Build-up should be finished.

- Catering orders food (Chinese): vegan and non-vegan; ask allergies.

### **18:30 - 19:30**

- Dinner.

### **19:30 - 22:00**

- Finishing touches (mostly network and video). Most volunteers go home.



## Equipment checklist

<b>What</b> should you have?	<b>Where</b> should it be?	<b>Who</b> should give it to you?	<b>Do you</b> have it?
84 tables (in carts)	K+1	RentEvent	
300 chairs (in carts)	K+1	RentEvent	
32 table cloths (in boxes)	K+1	RentEvent	
15 benches (stacked)	K+1	RentEvent	
6 high tables (in carts)	K+1	RentEvent	
6 high table table cloths (in boxes)	K+1	RentEvent	
6 high chairs (in carts)	K+1	RentEvent	
10 garbage bins	K+1	RentEvent	
6 ropes	K+1	RentEvent	
1 fridge	K+1	RentEvent	
2 coat hanger racks	K+1	RentEvent	
1 set of room dividers	K+1	RentEvent	
30 black chairs	K+1	RentEvent	
11 Welcome to K building (A1)	K+1	Signage	
22 What's going on in K (A1) <ul style="list-style-type: none"> <li>• 11 Saturday</li> <li>• 11 Sunday</li> </ul>	K+1	Signage	

Devroom folders (A4 in folder)	K+1	Signage	
General signage (A4 in folder)	K+1	Signage	
Exterior K signage (arrows)	K+1	Signage	
Exterior F signage (arrows)	K+1	Signage	

## People checklist

Who should be there?	Are they here?
FOSDEM Staff	
16 FOSDEM volunteers	
2 FOSDEM signage volunteers	

## Task checklist

<b>What</b> should be done?	<b>When</b> should it be done?	<b>Who</b> should do it?	Has it been <b>done</b> ?
Increase capacity in devrooms on 3rd and 4th floor (except K.4.401). Do not do this if lessons are happening. <ul style="list-style-type: none"> <li>Remove last row of tables.</li> <li>Add two rows of chairs (in front).</li> </ul>	<b>12:00 – 18:00</b>	Volunteers	
Assemble the main infodesk (see plan Infodesk). <ul style="list-style-type: none"> <li>Put a ribbon in front of the entrance to the infodesk.</li> <li>Add the kitchen sign to the kitchen.</li> <li>Put 10 black chairs at the Infodesk.</li> </ul>	<b>10:00 – 12:00</b>	Staff Volunteers	
Cover University announcement boards with brown paper. Do not cover vending machines.	<b>12:00 – 18:00</b>	Volunteers	
Put devroom folders in each devroom.	<b>12:00 – 18:00</b>	Volunteers	
Use safety tape to cordon off each fire exit and all fire equipment.	<b>12:00 – 18:00</b>	Volunteers	
Tape signs to each devroom (except K4.401). <ul style="list-style-type: none"> <li>Full/Empty spaces</li> </ul>	<b>12:00 – 18:00</b>	Volunteers	

<ul style="list-style-type: none"> <li>Name of the devroom</li> </ul>			
Tape signs to FIT room and NOC. <ul style="list-style-type: none"> <li>FIT room sign (left door of K4.401)</li> <li>First Aid/CoC (right door of K4.401)</li> <li>NOC (NOC)</li> </ul> Only when room is empty!	<b>18:00 – 19:00</b>	Staff	
Assemble the cloak room. <ul style="list-style-type: none"> <li>Everything that is not a coat hanger or table that is in the cloak room must be placed beneath the auditorium.</li> <li>Put the 2 extra coat hangers in the room.</li> <li>Stack 8 tables in front of the room (put one table on another to create 4 pairs).</li> <li>Stack 16 tables in the room itself.</li> <li>Provide 4 chairs.</li> <li>Provide a ladder (from NOC).</li> </ul>	<b>12:00 – 18:00</b>	Volunteers	
Assemble the stands. <ul style="list-style-type: none"> <li>See map and list.</li> <li>1 table per stand.</li> <li>1 table cloth per 2 stands.</li> <li>1 power cord (4 sockets) per stand.</li> </ul>	<b>12:00 – 18:00</b>	Volunteers	

<p>Larger ones can be shared.</p> <ul style="list-style-type: none"> <li>Put stand name on the stand.</li> </ul>			
<p>Add What's going on and Welcome to signs.</p> <ul style="list-style-type: none"> <li>See map.</li> <li>One of each at every entrance (2 on K+1 and 1 on K+2).</li> <li>One of each on every floor in the stair cases (2). <ul style="list-style-type: none"> <li>Not on +1.</li> <li>+2</li> <li>+3</li> <li>+4</li> </ul> </li> <li>Note that "What's going on" is different between Saturday and Sunday.</li> </ul>	<b>12:00 – 18:00</b>	Volunteers	
<p>Divide the space between the stands group A and group B with a black ribbon.</p>	<b>12:00 – 18:00</b>	Volunteers	
<p>Put a ribbon in front of the Infodesk to create some kind of queue.</p>	<b>12:00 – 18:00</b>	Volunteers	
<p>Put glass recycling boxes at every entrance (2 on K+1 and 1 on K+2).</p>	<b>12:00 – 18:00</b>	CI	
<p>Create the FIT room (K4.401).</p>	<b>18:00 – 19:00</b>	Volunteers	

<ul style="list-style-type: none"> <li>• See map.</li> <li>• Put one printer and one spare laptop in the room.</li> <li>• Put 10 black chairs in the FIT room.</li> </ul> <p>If the room is not empty or closed, this must be done on <b>Saturday 07:00 – 09:00</b>.</p>		Staff	
<p>Set up the network and NOC.</p> <ul style="list-style-type: none"> <li>• Put 10 black chairs in the NOC.</li> </ul>	<b>12:00 – 18:00</b>	Network team	
Set up the video system and VOC.	<b>12:00 – 18:00</b>	Video team	
Tape off all cables that run over floors or corridors with gaffa tape (do not use duct tape).	<b>12:00 – 18:00</b>	Volunteers	
Put carts for tables and chairs; the boxes that the table cloths came in and signage box on K+2 behind the auditorium.	<b>16:00 – 18:00</b>	Volunteers	
Put garbage bins around the building, especially where there are not a lot of garbage bins (including K+2).	<b>12:00 – 18:00</b>	Volunteers	
Place exterior signage (arrows). See below.	<b>12:00 – 18:00</b>	Signage volunteers	
<p>Place welcome to/what's going in in F.</p> <ul style="list-style-type: none"> <li>• 1 at the entrance Av. Paul Héger</li> <li>• 1 at the entrance coming from K</li> </ul>	<b>12:00 – 18:00</b>	Signage volunteers	





# **TEAR-DOWN**

SUNDAY

# General timeline

## Sunday

### 15:00

- BR meeting in K.4.401. Change walkie-talkie batteries.
- BR check on their buildings to ensure that stands/devrooms are aware of tear-down. Make sure the collection points have everything they need.
- BR estimates how many volunteers they need for their building. Contact volunteers team.

### 16:00 – 20:00

- Tear-down. There is an order in clearing out the buildings: start with AW and U; move to H, F and J; finish with K. Apart from Janson, K-1 and lower H, cleanup starts at 17:00. K-1, Janson and lower H start as soon as the closing talk finishes (~18:00).
- Catering vans will leave. They take care of themselves usually.

### 20:00 – 20:30

- Collect volunteers in K for volunteer dinner.

### 20:30 – 20:45

- Sweep K. Garbage out.
- Volunteers leave.

**21:00**

- Staff dinner.

**22:00**

- CI closes the bar(s).

## **Monday**

**08:30**

- Primary building person arrives at ULB. Waits for RentEvent to pick stuff up.

**17:00 – 20:00**

- Unload vans at the office. Boxes stacked according to the label; and with the label in front.
- We provide food.

## Equipment checklist

<b>What</b> should you bring back?	<b>Where</b> should it go?	Is it <b>where</b> it should be?
84 tables (in carts)	K+1 (cart)	
300 chairs (in carts)	K+1 (cart)	
32 table cloths (in boxes)	K+1 (box)	
15 benches (stacked)	K+1 (stack)	
6 high tables (in carts)	K+1 (cart)	
6 high table table cloths (in boxes)	K+1 (box)	
6 high chairs (in carts)	K+1 (cart)	
10 garbage bins	K+1	
6 ropes	K+1	
1 fridge	K+1	
2 coat hanger racks	K+1	
1 set of room dividers	K+1	
30 black chairs	K+1 (cart)	
11 Welcome to K building (A1)	Garbage	
22 What's going on in K (A1)	Garbage	
Devroom folders	Signage box	

Interior K signageSignage box	Signage box	
Arrows	Signage box	

## People checklist

Who should be there?	Are they here?
FOSDEM Staff	
16 FOSDEM volunteers	

## Task checklist

<b>What</b> should be done?	<b>When</b> should it be done?	<b>Who</b> should do it?	Has it been <b>done</b> ?
Change signage from Saturday to Sunday. <ul style="list-style-type: none"> <li>• Devroom signs (should be in Devroom folder).</li> <li>• What's going on.</li> </ul>	<b>07:00 – 09:00</b>	Signage volunteers Staff	
All hands meeting in the FIT room (K).	<b>15:00</b>	Staff	
Swap walkie-talkie battery.	<b>15:00</b>	You	
Do a round of all devrooms informing them of clean-up instructions. <ul style="list-style-type: none"> <li>• They should clean-up from 17:00 and finish by 18:00.</li> <li>• They should sweep the room, remove all the trash and take the full trash bags to the containers outside.</li> <li>• Brooms, dust pans and garbage bags can be gotten from the Infodesk.</li> <li>• Laminated signs that are in the Devroom must be put in the folder and handed to the Infodesk.</li> </ul>	<b>16:00 – 17:00</b>	You	

<ul style="list-style-type: none"> <li>• Video and network should not be touched.</li> </ul>			
<p>Do a round of all stands informing them of clean-up instructions.</p> <ul style="list-style-type: none"> <li>• They should clean-up from 17:00 and finish by 18:00.</li> <li>• They should put the tables and chairs on carts (K+2 behind the auditorium). Table cloths must be put in the boxes (also K+2).</li> <li>• They should remove the garbage in the direct surroundings of their stands, as well as everything they brought.</li> <li>• Brooms, dust pans and garbage bags can be gotten from the Infodesk.</li> <li>• Video and network should not be touched.</li> </ul>	<b>16:00 – 17:00</b>	You	
Undo the changes in the devrooms (K+3 & K+4).	<b>17:00 – 18:00</b>	Volunteers	
<p>Remove all FOSDEM stuff.</p> <ul style="list-style-type: none"> <li>• Brown paper</li> <li>• FOSDEM signage</li> </ul>	<b>18:00 – 19:00</b>	Volunteers	



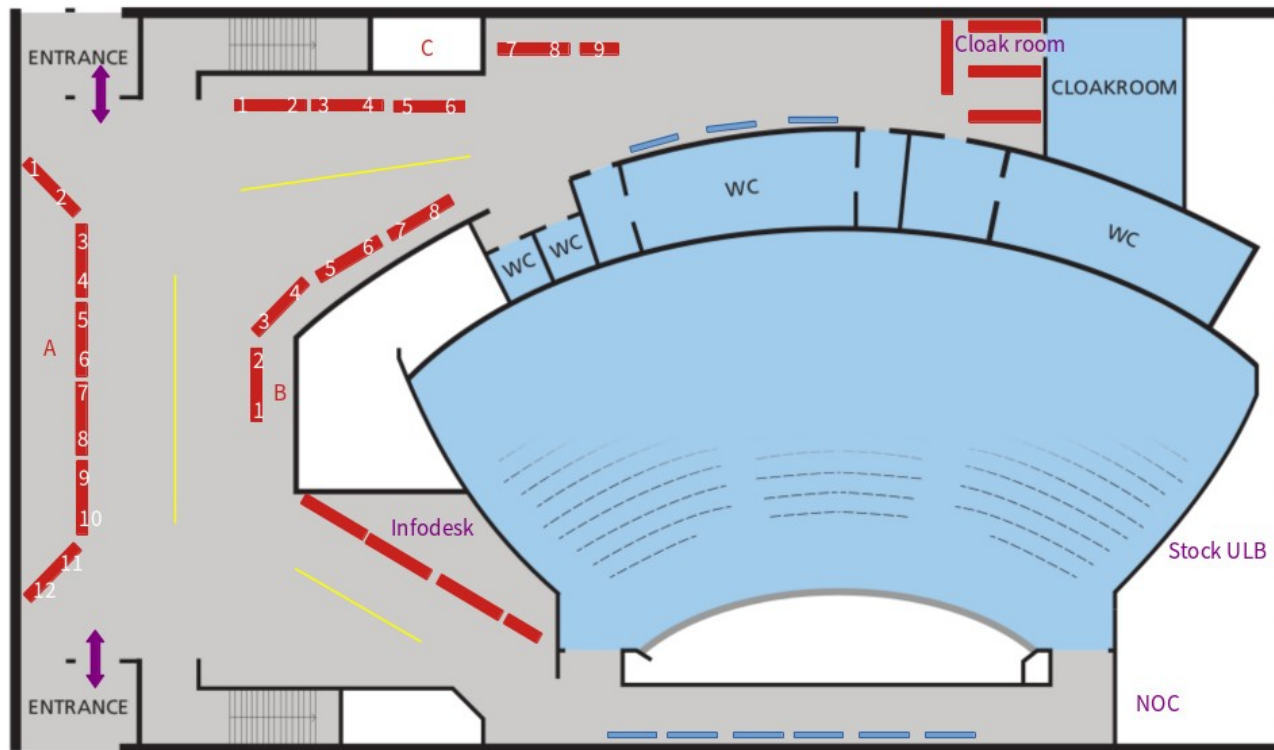
<ul style="list-style-type: none"> <li>• Devroom signs</li> <li>• All tape</li> <li>• Outside signage</li> </ul> <b>Do not forget F.</b>			
Put FOSDEM equipment in the boxes (if it came out of a box). People will come from other buildings with stuff, make sure it is in the right box.	<b>17:00 – 19:00</b>	Staff Volunteers	
Load the vans with boxes. Follow the instructions of the transportation team.	<b>17:00 – 19:00</b>	Volunteers	
Put all carts and all stuff in K+1 for collection.	<b>18:00 – 19:00</b>	Volunteers	
Sweep floors, empty garbage bins, clean out devrooms, auditoria, corridors and whatever seems dirty.	<b>17:00 – 19:00</b>	Volunteers	
Disassemble the cloak room.	<b>19:00 – 19:30</b>	Volunteers	
Disassemble the infodesk.	<b>19:00 – 19:30</b>	Volunteers	
Disassemble the FIT room.	<b>18:30 – 19:30</b>	Volunteers	
Remove network. <b>Only</b> after a go from the network team.	<b>18:30 – 19:30</b>	Network team Volunteers	
Remove video. <b>Only</b> after a go from the video team.	<b>18:30 – 19:30</b>	Video team Volunteers	



# MAPS AND LISTS

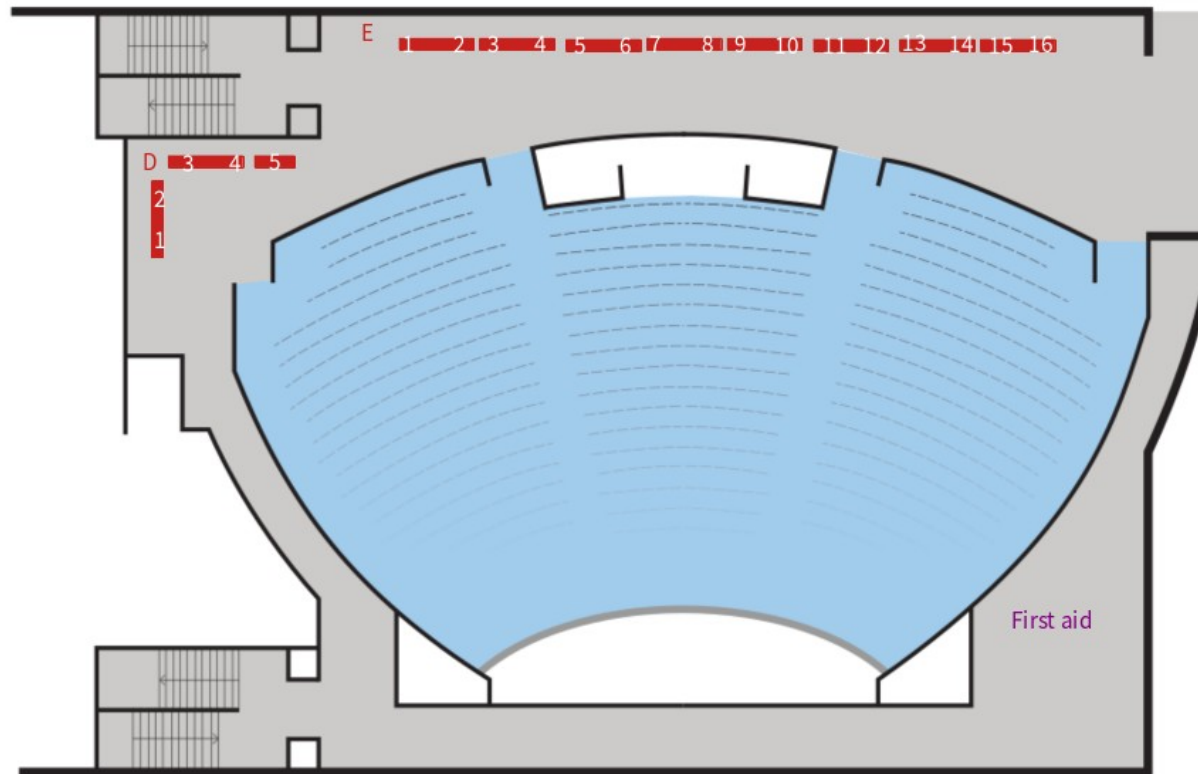
## General map

*(ignore the stands, see the stands map)*



# BUILDING K

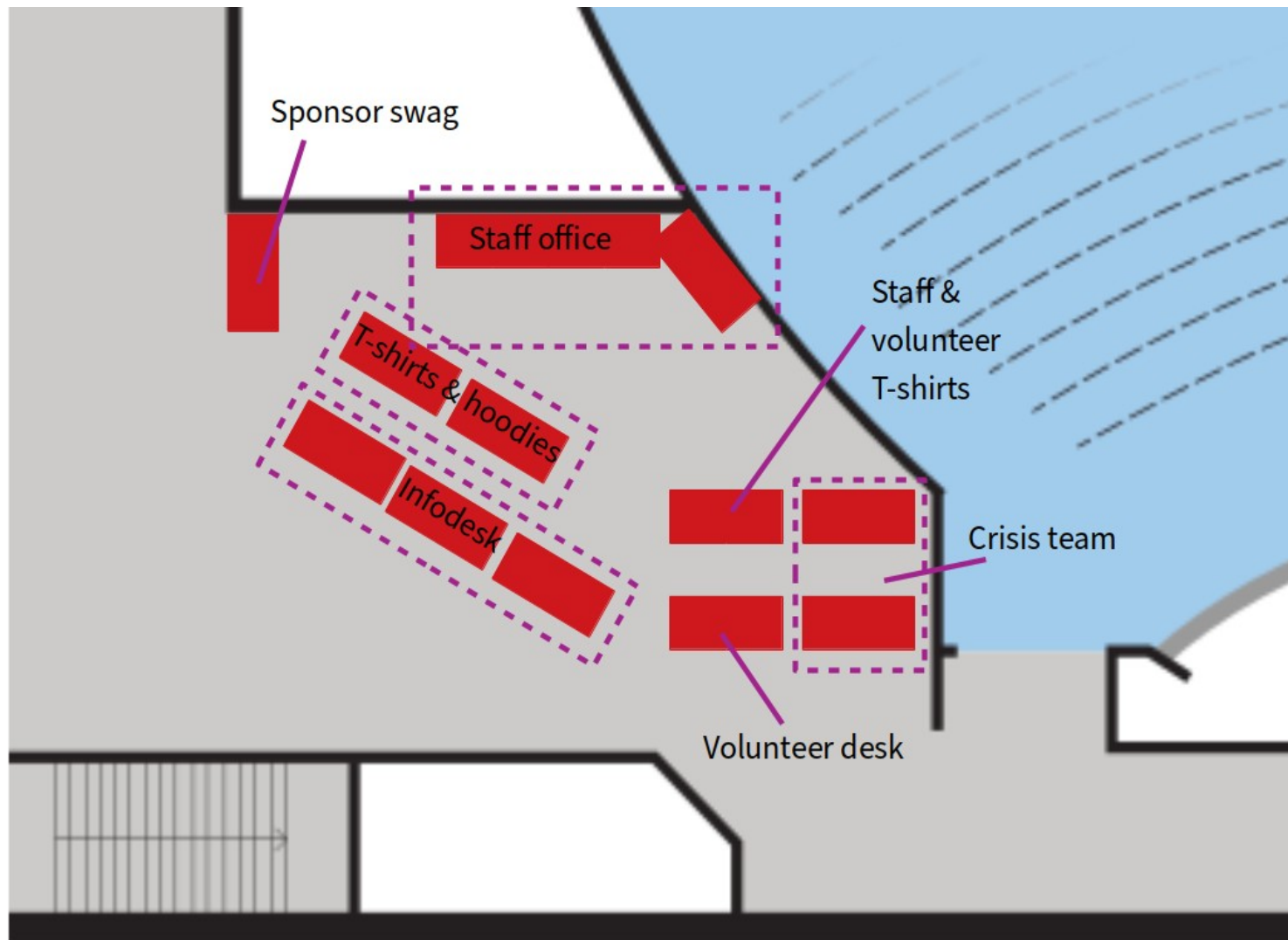
## LEVEL 1



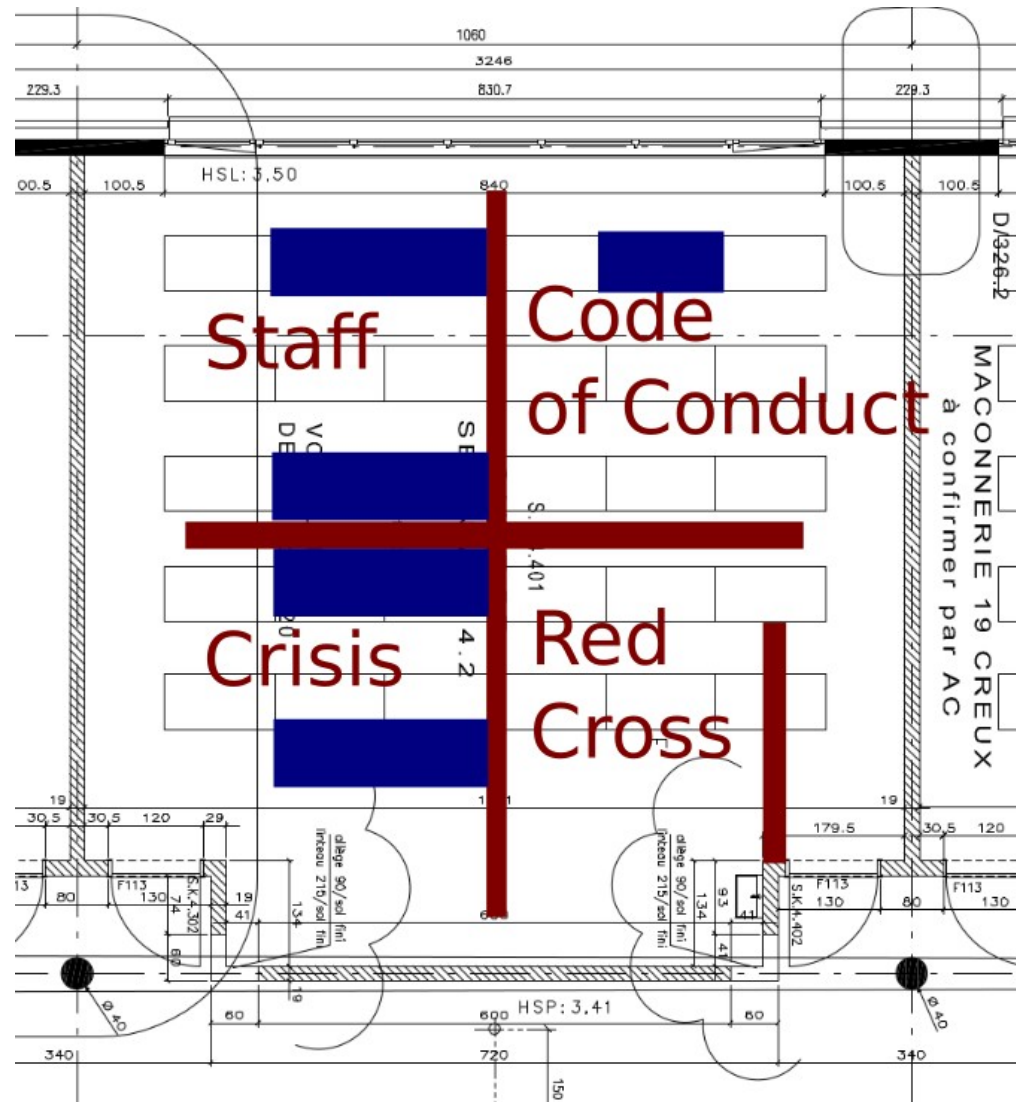
# BUILDING K

## LEVEL 2

## Infodesk

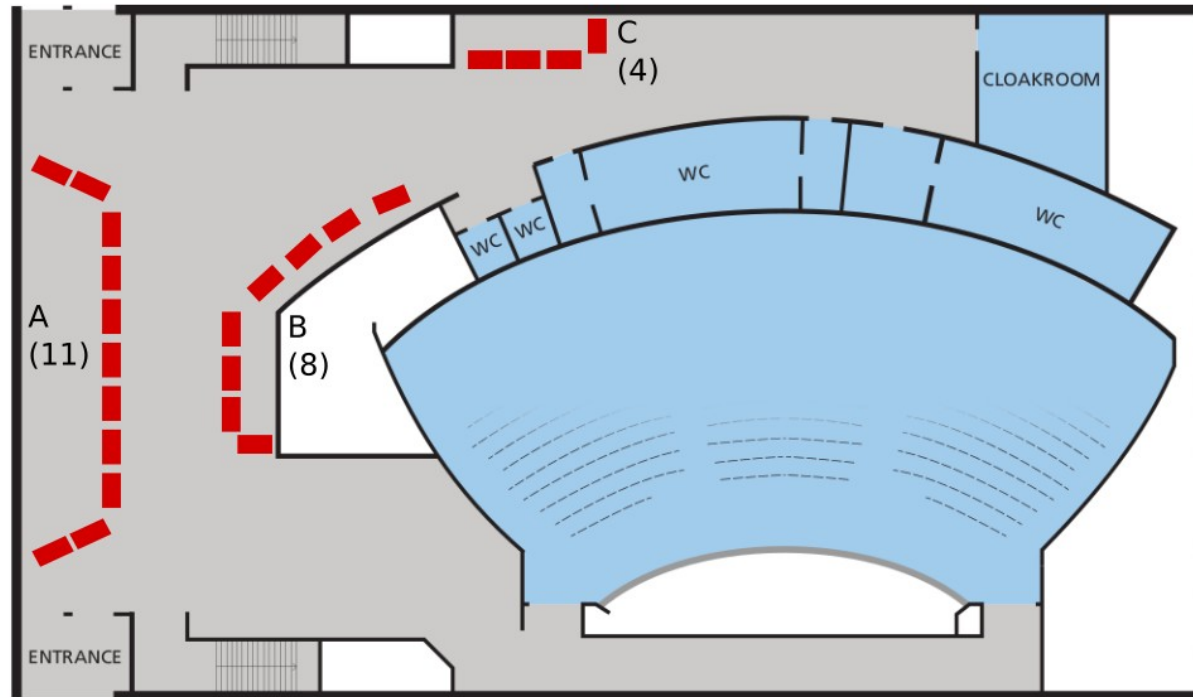


K4.401



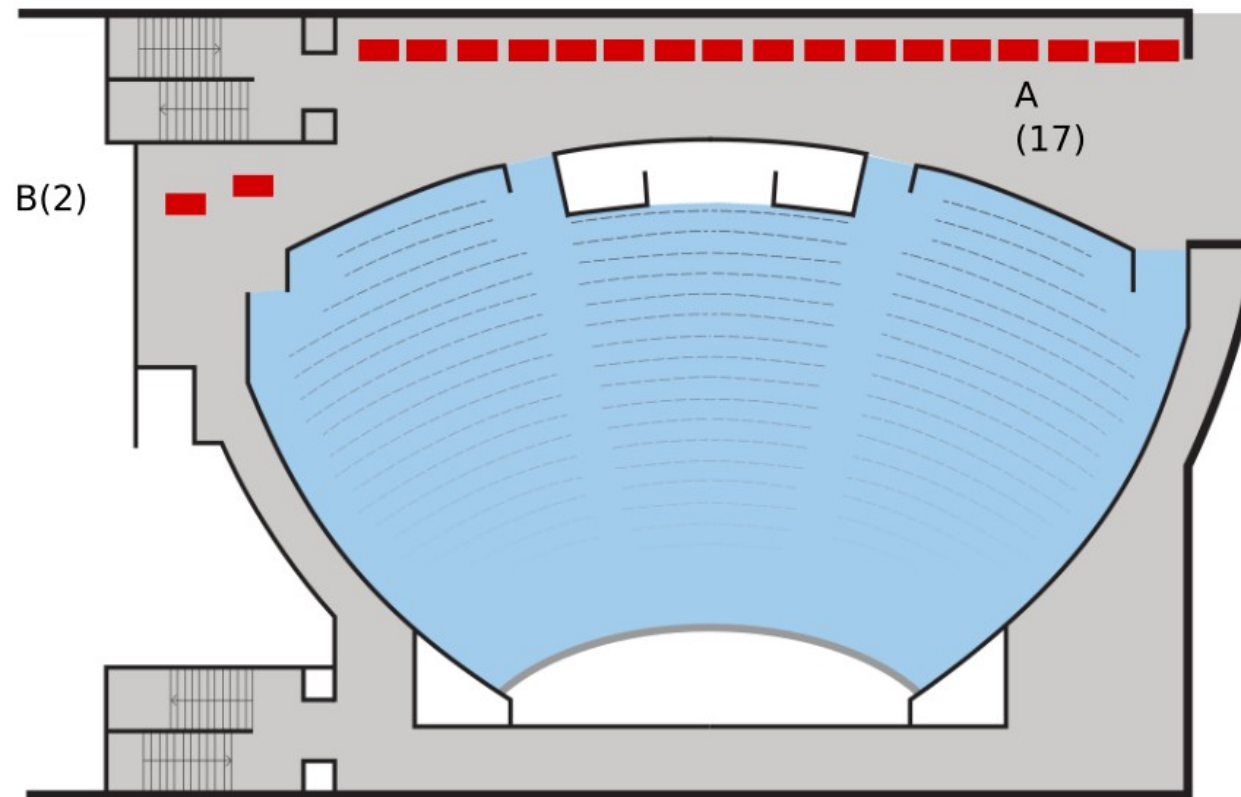
# Stands

## Map



**BUILDING K**  
LEVEL 1





# BUILDING K

## LEVEL 2

## List

Stand	Theme	Floor	Group	Number	Location
Eclipse Foundation	Community advocacy	K+1A	A	1	K+1AA1
FOSSASIA	Community advocacy	K+1A	A	2	K+1AA2
Matrix.org Foundation	Community advocacy	K+1A	A	3	K+1AA3
Software Freedom Conservancy	Community advocacy	K+1A	A	4	K+1AA4
Free Software Foundation Europe	Community advocacy	K+1A	A	5	K+1AA5
Free Culture Podcasts	Community advocacy	K+1A	A	7	K+1AA7
Open Culture Foundation + COSCUP	Community advocacy	K+1A	A	8	K+1AA8
Open Toolchain Foundation	Community advocacy	K+1A	A	9	K+1AA9
Open UK and Book Signing Stand	Community advocacy	K+1A	A	10	K+1AA10
The Apache Software Foundation	Community advocacy	K+1A	A	11	K+1AA11
Ansible	System administration	K+1B	B	1	K+1BB1
Grafana	System administration	K+1B	B	2	K+1BB2

Bareos	System administration	K+1B	B	3	K+1BB3
Foreman	System administration	K+1B	B	4	K+1BB4
PostgreSQL	Database engines	K+1B	B	5	K+1BB5
DRLM (Disaster Recovery Linux Manager)	System administration	K+1B	B	6	K+1BB6
OpenNebula	System administration	K+1B	B	7	K+1BB7
MariaDB Server	Database engines	K+1B	B	8	K+1BB8
CiviCRM	Office suites and productivity	K+1C	C	1	K+1CC1
DAVx5 – CalDAV / CardDAV / WebDAV client for Android + jtx Board	Office suites and productivity	K+1C	C	2	K+1CC2
XWiki & CryptPad	Office suites and productivity	K+1C	C	3	K+1CC3
Libreoffice	Office suites and productivity	K+1C	C	4	K+1CC4
Linux on Mobile (Sailfish OS, Ubuntu Touch, postmarketOS, Mobian and more)	Operating systems	K+2A	A	1	K+2AA1
KDE	Desktop environments	K+2A	A	2	K+2AA2
GitLab	Developer environment	K+2A	A	3	K+2AA3
Homebrew	Developer environment	K+2A	A	4	K+2AA4
Audacity and MuseScore	Multimedia and graphics	K+2A	A	5	K+2AA5

Mozilla	World wide web	K+2A	A	6	K+2AA6
Nextcloud: Self-hosted, open file sync & communication platform	World wide web	K+2A	A	7	K+2AA7
Jenkins	Developer environment	K+2A	A	8	K+2AA8
La Contre-Voie	Education	K+2A	A	9	K+2AA9
VideoLAN	Multimedia and graphics	K+2A	A	10	K+2AA10
The Perl/Raku Foundation	Developer environment	K+2A	A	11	K+2AA11
IEEE SA Open	Education	K+2A	A	13	K+2AA13
It's time to learn Ada!	Education	K+2A	A	14	K+2AA14
AleksIS	Education	K+2A	A	15	K+2AA15
Chamilo	Education	K+2A	A	16	K+2AA16
IsardVDI	Education	K+2A	A	17	K+2AA17
Realtime Lounge	Community advocacy	K+2B	B	1	K+2BB1

## Outside

- Arrows must be attached to trees, poles, ... Be creative (see photo's as a guidance).
- Remember that you must place arrows for people coming to K and people going from K.
- Remember accessibility.
  - **F is not accessible from K. Send people via the car access (see extra map). Use FOSDEM accessible signs.**
- Attach with black rubber bands.
- Add Accessible Janson to each H arrow (not shown on picture).
- Add Taxi/Shuttle on F1 pointing to H. Add Centre on F1 pointing to the other side (not shown on picture).

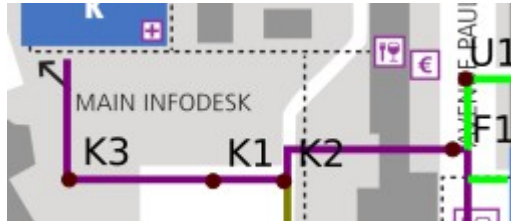
## List

(spares are in the K FIT Room)

Sign	Amount
K	4
Janson	5
Janson (accessible)	3
U	4
H	4
AW	4
Taxi	1

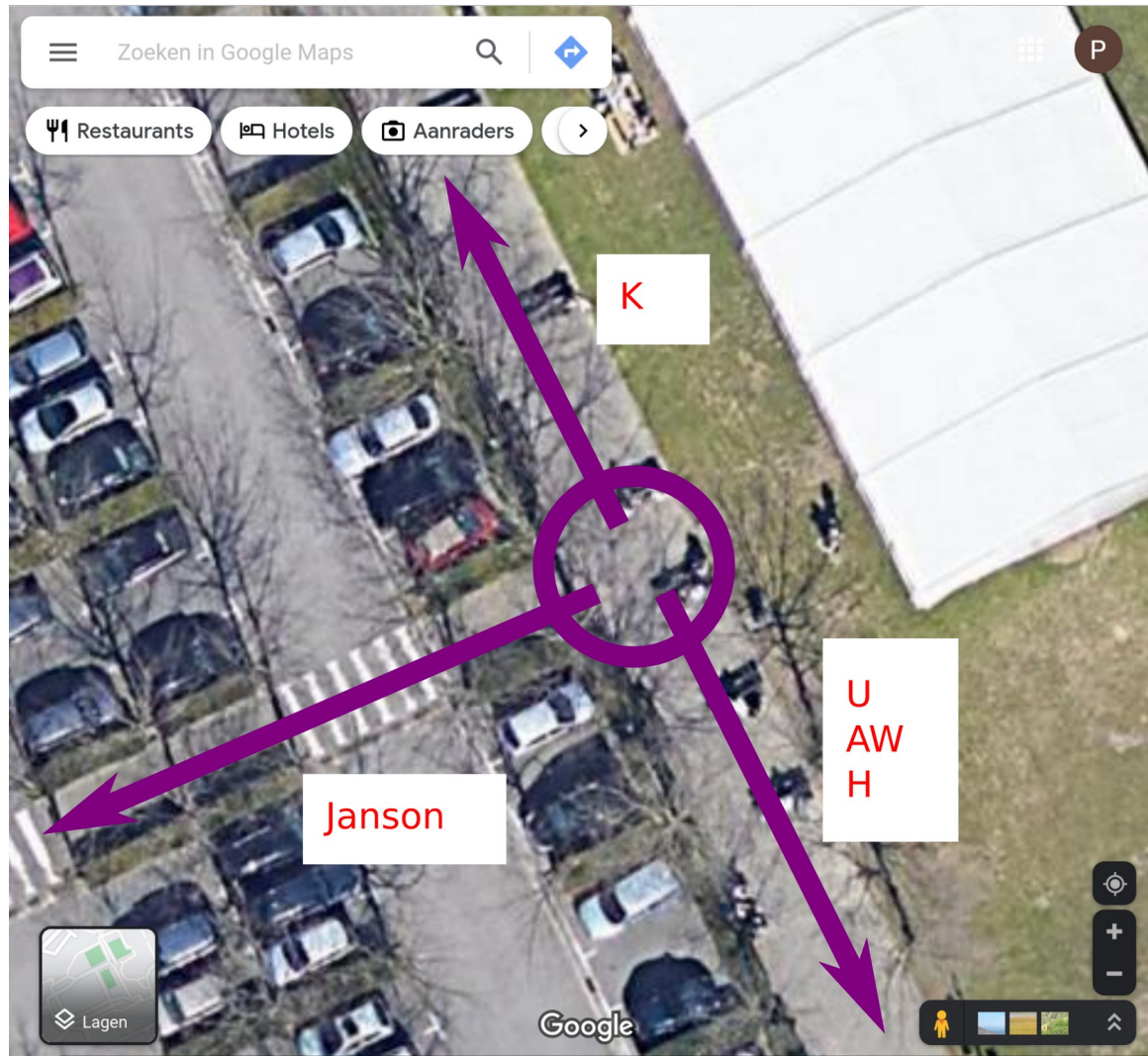
Shuttle	1
Centre	1

## Routes

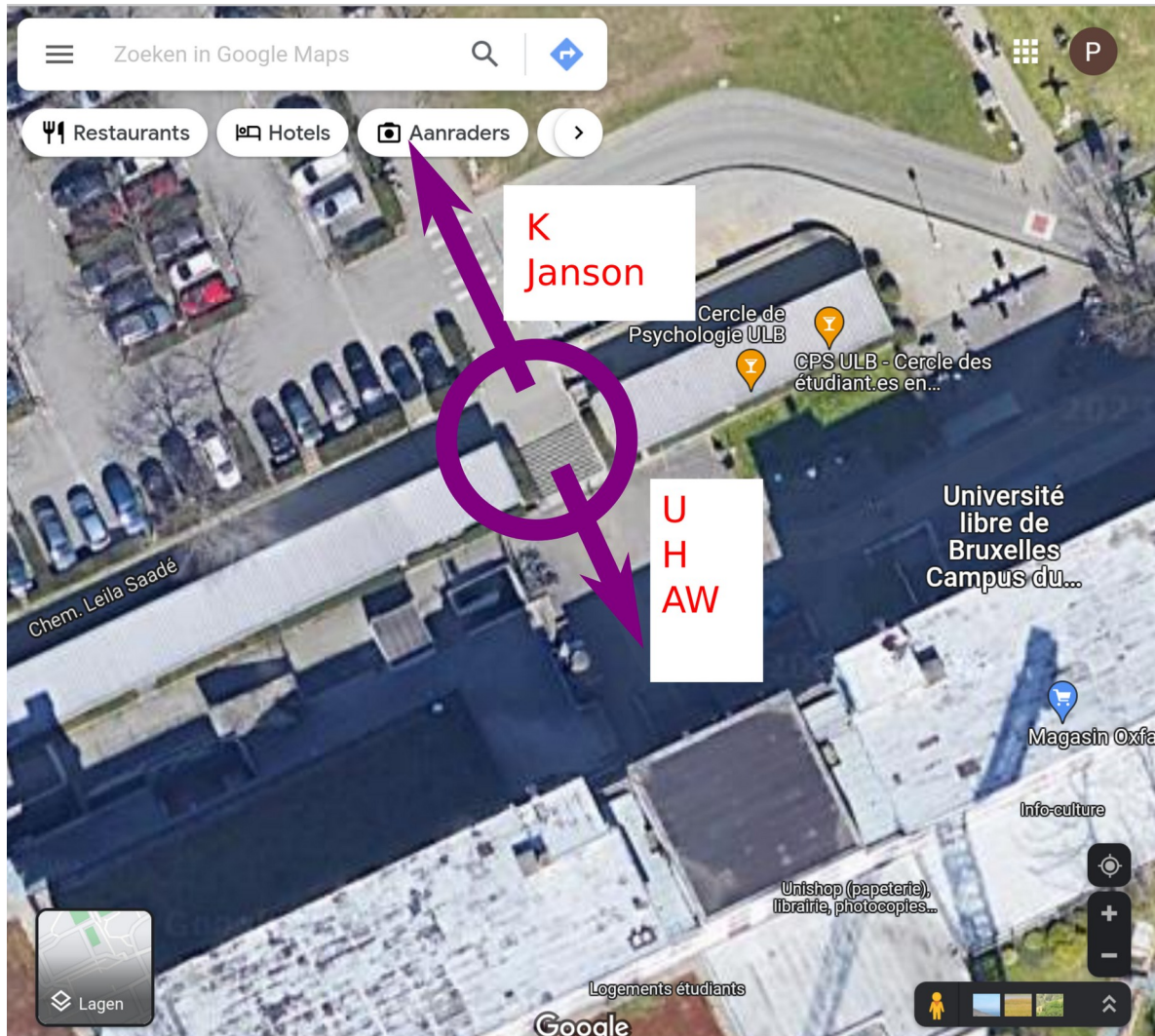


K1

# K1

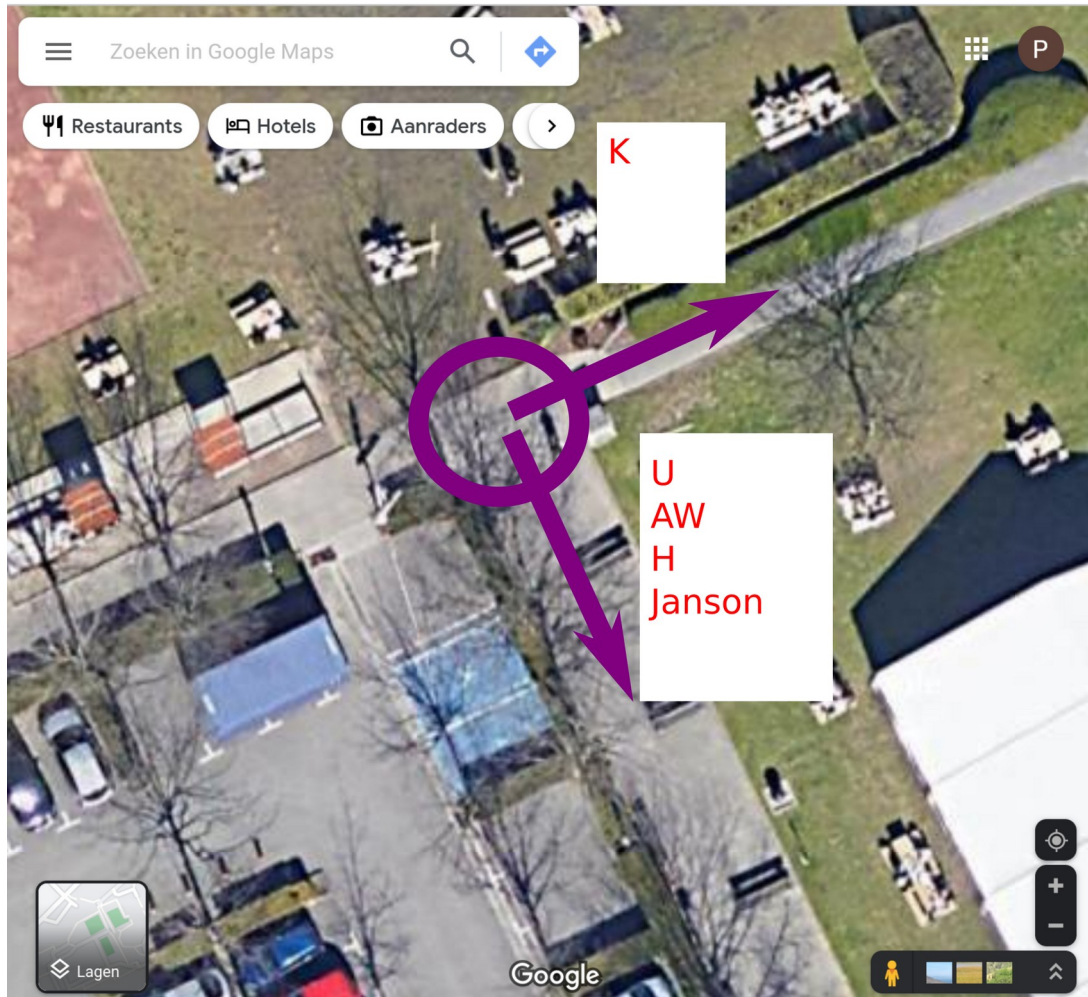


K2  
K2

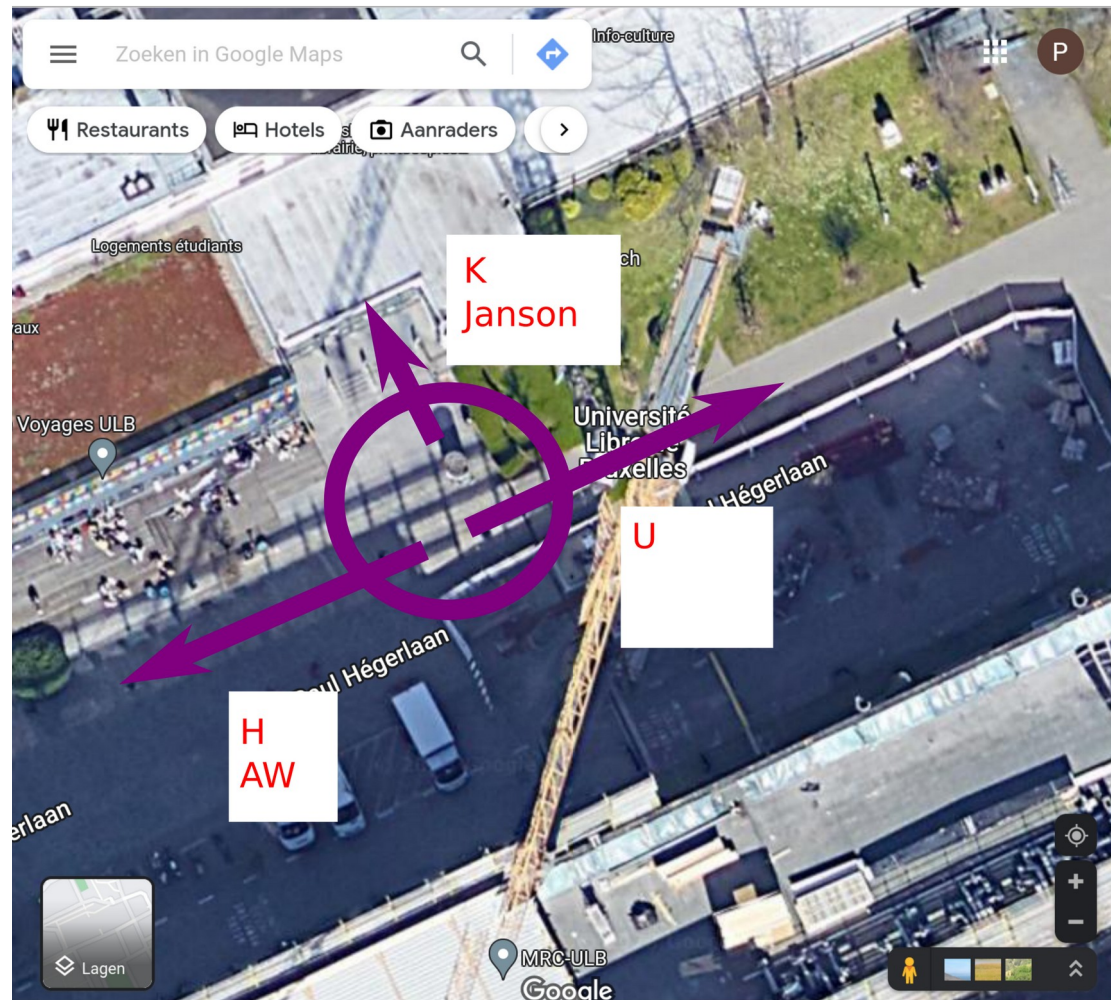




K3  
K3



F1  
F1





## Acessible access to Av. Paul Héger

- This is no longer possible via F.
- Use FOSDEM accessible signs (K.4.401).

